## Job Aid: NIH CAP GAP – Not Filling the Gap — PayPath Action



### **Complete a PayPath action:**

- 1. No Action on Position tab.
- 2. Job Tab Verify that the FTE is correct, if needed, update position FTE.
- 3. Enter the *Effective Date* of the summer salary (should always be the first of the month the pay will apply to).
- 4. Enter "JED" for the *Action* and *Action Reason*.
- 5. Confirm the *Earnings*Distribution Type is "By Percent."
- Complete the Earnings
   Distribution section as follows:
   \*The first line should be prepopulated with "ACR" from the information that was entered on the Hire template –
   \*\*Calculate and change the
  - \*\*Calculate and change the Distribution % so the MONTHLY Comp Rate is equal to the current Cap.
  - \*Select the "+" button to add a second Earnings Dist. line.
  - \*Enter "GAP" for the second *Earnings Code*.
  - Enter the corresponding percent in the *Distribution* % so the *Comp Rate* is equal to the "unpaid gap" portion of the incumbent's pay.
- 7. Proceed to the Additional Pay tab and submit the action.
- 8. **STOP:** The PayPath action must be approved before proceeding to the *Funding Entry* instructions.

## **Job Aid: NIH CAP GAP** – *Not Filling the Gap* – Funding Entry Action

# Funding Entry



Find an Existing Value | Add a New Value

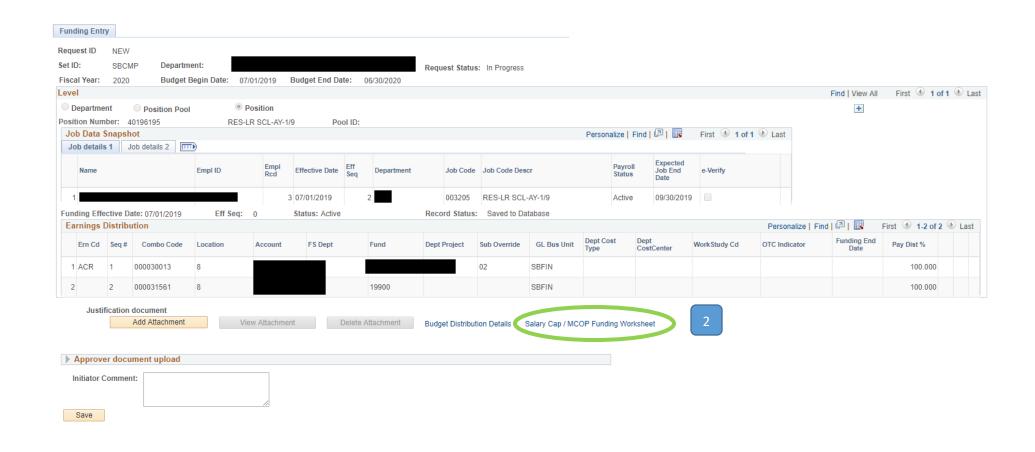
"=" Notify

1. Open the Funding Entry component.

a. From the Funding Entry transaction page, select the "Add New Value" tab.

Add J Update/Display J Include History Correct History

- b. Enter your Department Code and Position Number.
- c. Select the "Add" button
- 2. On the Funding Entry page, select the "Salary Cap / MCOP Funding Worksheet" link toward the bottom of the screen.



### Complete the Funding Entry – 3 Sections: Compensation Data Snapshot, Default Funding Profile, Funding Distribution Worksheet

The Compensation Data Snapshot shows the total compensation that should be paid for the given pay period (the PayPath action completed earlier "removes" the gap from the overall salary paid)

The *Default Funding Profile* identifies the fund sources that should be defaulted to if something with the ongoing fund sources goes wrong. There needs to be at least two default fund lines – one for funds that fall within the Cap (OTC Indicator = "No"), and one for funds Over The Cap (OTC Indicator = "Yes").

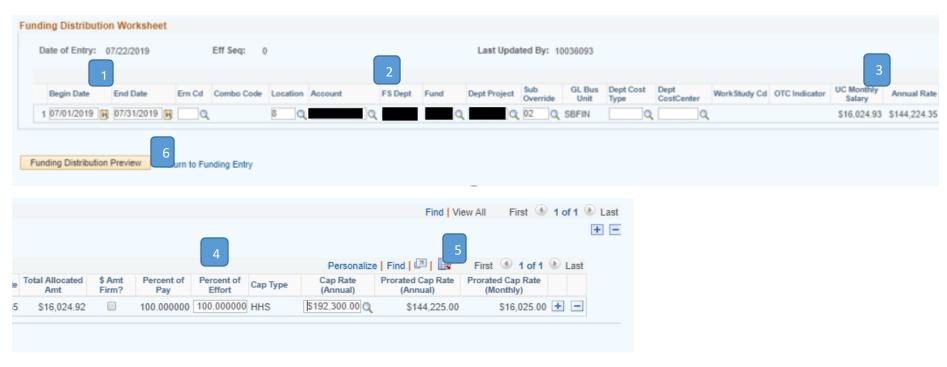
- 1. Enter the Effective Date this should be the first of the month aligning with the start of the Summer Salary.
- 2. The first line will have the OTC Indicator prepopulated as "No."
  - \*Enter the default chartstring (the account pay should default to if there is an issue with the intended fund source).
  - \*Enter the Distribution % as 100.000
- 3. Select the "+" button at the end of line 1 to add a second funding line.
  - \*Set the OTC Indicator to "Yes."
  - \*Enter the default chartstring (the account pay should default to if there is an issue with the intended fund source).
  - \*Enter the Distribution % as 100.000

Note: If more than one fund source is being entered with the same OTC Indicator, the TOTAL Distribution % of all sources must equal 100%.



The Funding Distribution Worksheet section should be completed with all fund information for the desired fund source:

- 1. Enter the Begin and End Dates of the fund source.
- 2. Skip the *Ern Cd* field.
- 3. Enter all necessary Account String elements.
- 4. The UC Monthly Salary, Annual Rate, Total Allocated Amt fields will auto populate based on the employee pay and position FTE.
- 5. Enter the Percent of Effort as 100%.
- 6. The Cap Rate (Annual) and the Prorated Cap Rate (Annual & Monthly) will auto populate based on the fund cap.
- 7. Once all data points have been entered, select the Funding Distribution Preview button to preview your position funding.



#### Please Note:

• The auto-populated calculations on this worksheet will be based on the *Begin* and *End Dates* that were entered. If you want to see the monthly rate to confirm the amount paid will match your calculations and not exceed the cap for any given month, you can enter the dates for one month (e.g. 6/1/19-6/30/19). This will allow you to see the *Total Allocated Amount* is equal to your capped rate.

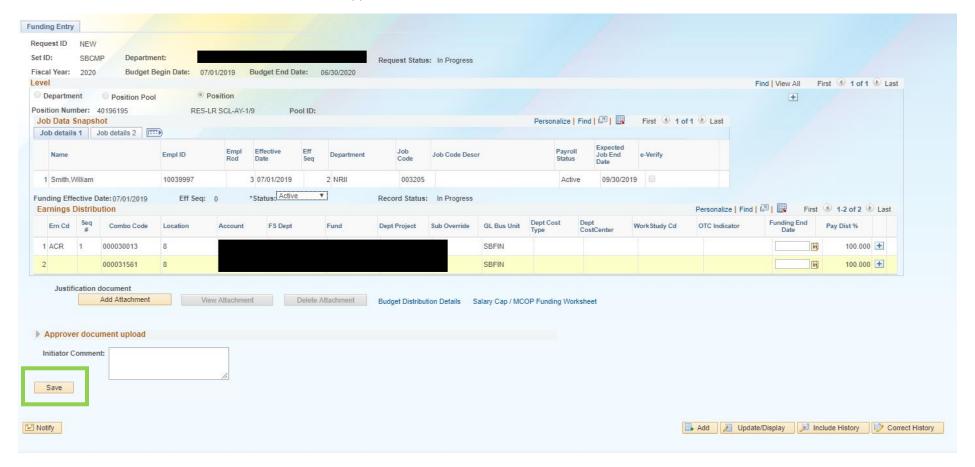
The *Funding Distribution Preview* will show you the fund source you are paying from, and the total *Monthly Rate* the employee will receive. There should be no information on the default chart string since you are only paying the capped amount on the fund.



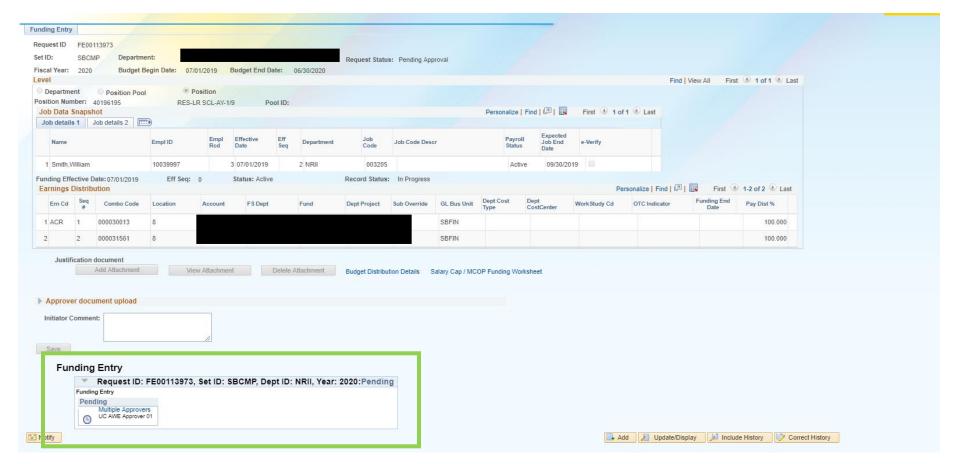
Once you confirm your distribution, select the *Submit to Funding Entry* button.

This brings you back to the Funding Entry screen.

- 1. Select the Save button.
- 2. The action will cycle through and a Submit button will appear.
- 3. Select the *Submit* button to forward the action for approval.



The Submitted action will show with the *Earnings Distribution* details of the entry as shown in the below screenshot, and the transaction number appears at the bottom of the page.



Once the action has been approved, you can view details through the Funding Entry component. Updates can be made following the same steps as listed above.